



**DEFENSE LOGISTICS AGENCY**  
**DEFENSE REUTILIZATION AND MARKETING SERVICE**  
**74 WASHINGTON AVENUE NORTH**  
**BATTLE CREEK, MI 49017-3092**

IN REPLY  
REFER TO DRMS-PH

November 15, 2002

Dear Hazardous Waste Contractor:

The Defense Reutilization and Marketing Service (DRMS) Hazardous Waste (HW) Contracting Directorate is embarking on an endeavor that we feel will greatly benefit both our contractors and DRMS. In line with our new tracking system, which is comprised of Phase I and Phase II tracking packages, we are now allowing our HW contractors access to the HW Base Operations Support System (HWBOSS) for inputting Phase II data. With this capability, contractors no longer have to submit Phase II packages (with the exception of special requirements for PCBs) and have the ability to view various inquiries from the system.

We believe this tool will streamline the reporting of Phase II data and provide valuable information to the contractor. For example, a contractor may check to see if a modification has been executed or may check on specific 591 approval and completion dates. This process, which has been tested by a group of HW contractors, has fostered better communication between both parties. This capability will ultimately result in providing the best support to our contracting mission.

If a contractor participates, current contracts will be modified to include language on procedures (including documentation that will still be required) and timeframes for inputting data in HWBOSS. New solicitations will include the inputting of Phase II data as part of the contract requirement. In the future, the submittal of Phase II data will only be allowed through contractor input into HWBOSS or through the use of Electronic Data Interchange.

Enclosed are several documents. The DRMS Form 1986 must be submitted to a Contracting Officer who will complete and forward to security. The two other forms deal with information that you will send to the security office. In addition, a short fact sheet with some additional information is enclosed as well as DRMS Internal Procedures.

We hope each contractor will pursue this avenue. If you have any questions, please contact the undersigned at 269-961-7107.

Sincerely,

A handwritten signature in black ink, reading "Steven A. Sprague", is positioned above the typed name.

STEVEN A. SPRAGUE  
Chief, Hazardous Contracts Division  
Contracting

# CONTRACTOR REQUEST FOR ASSIGNMENT OF A LOGON IDENTIFIER

(Prescribing Authority: DRMS-D 5200.2)

## SECTION I

(To be completed by the Contracting Officer's Representative (COR))

### A: COR DATA

1. NAME	2. ADDRESS	3. PHONE
4. OFFICE SYMBOL	5. E-MAIL	

### B: CONTRACT TITLE AND NUMBER

### C. INDIVIDUAL CONTRACTOR INFORMATION

1. CONTRACTOR'S NAME	
2. COMPANY NAME AND ADDRESS	
3. CONTRACTOR'S POSITION TITLE	
4. CONTRACTOR'S BIRTH DATE	5. CONTRACTOR'S SOCIAL SECURITY NUMBER
6. ENTER LOGON IDENTIFIER (If previously assigned by DLA)	
7. IF PREVIOUSLY ASSIGNED ID, IS ID STILL IN USE OR ACTIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO	

### D. COR CERTIFICATION

I CERTIFY THAT I HAVE REVIEWED THE SECURITY CLAUSE OF THE CONTRACT IDENTIFIED ABOVE AND THAT THE LOGON IDENTIFIER IS NEEDED IN THE PERFORMANCE OF THE CONTRACTUAL DUTIES.

COR SIGNATURE

DATE

## SECTION II

(To be completed by the Personnel Security Specialist)

I HAVE PERFORMED A REVIEW CONCERNING THE NAMED INDIVIDUAL (LINE C.1), AND MY FINDINGS ARE AS FOLLOWS:

<input type="checkbox"/>	THE INDIVIDUAL HAS HAD A FAVORABLY ADJUDICATED INVESTIGATION
<input type="checkbox"/>	AN UNFAVORABLE ADJUDICATION IS ON RECORD
<input type="checkbox"/>	NO INFORMATION IS AVAILABLE INDICATING THE PERSON HAS HAD AN INVESTIGATION. IF INFORMATION IS NOT AVAILABLE, A BACKGROUND CHECK WILL BE INITIATED. <input type="checkbox"/> YES <input type="checkbox"/> NO (NOTE: IF "NO" BOX IS CHECKED, EXPLAIN IN REMARKS)

REMARKS

PERSONNEL SECURITY SPECIALIST SIGNATURE

DATE

Subject: IT-2/3 for Contract Employees

Download the EPSQ program (Subject Edition) from the DSS website at [www.dss.mil](http://www.dss.mil). Go to the home page. You'll see a series of menu items on the left side. Click on EPSQ. Scroll down until you see the section downloading EPSQ version 2.2 and click on the word "download" in the paragraph. Scroll down to the icon of a feather quill and paper. Click on it. Click on the button that states, "Press to acknowledge the above statement and continue." Click on the download for "Windows 95, 98, NT or 2000 users." This screen gives you four choices. Click on number 2, "Download a "new" installation of EPSQ." Now you have two choices again. Click on the "subject edition." Follow the instructions and install the program. The program will establish an icon on your desktop screen.

Click on the EPSQ icon. Click on "CREATE" on the toolbar. A menu will come up. Click on "APPLICATION FOR A POSITION OF PUBLIC TRUST (SF 85P)." Then click on NATIONAL AGENCY CHECK (NAC). Fill in the requested information. You can exit out of the program at any time. To go back, just click the icon and select MODIFY from the toolbar and go to the section you want to complete or change.

Two hints: The program requests middle names for every person you list. In many cases, it's extremely difficult to find out the person's middle name. You can use MNU (Middle Name Unknown). However, try to supply as many as possible, particularly with family members. You will also be asked dates. The format is YYYY/MM/DD. If you don't know the exact date, use YYYY/MM/??.

WARNING: You must supply information going back SEVEN (7) years. Some parts of the EPSQ say to only go back five years. This is because the form was produced by an agency known as DSS (Defense Security Service). This agency no longer conducts investigations on contractors for computer access. OPM Investigations uses the DSS developed EPSQ; however, the contract provided to them by the DoD (Department of Defense) specifically states that a full SEVEN years are required. OPM Investigations has no choice but to comply with DoD requirements and DSS will not change or create another EPSQ just for the benefit of OPM Investigations. EPSQ without the full SEVEN years of information will be shredded and no further action taken.

When you think you're finished, select VALIDATE from the toolbar. This will show you if there are any errors, such as date gaps. The validation must show no errors and sent with the EPSQ. Now go to PRINT (fourth option from the left) and print off a hard copy of the entire questionnaire. Sign and date the completed form in two places towards the end. The first signature goes on the line just below module 20 with wording of CERTIFICATION BY PERSON COMPLETING THE FORM. Flip to the second page after that. It has "Authorization for Release of Information." Sign and date on the bottom of that form. There is a third place to sign and is the next to the last page with the statement "Release of Medical Information." That page can be discarded. However, there is one page after the "Release on Medical Information" and I do need that one.

You will also need to be fingerprinted by the local police department, state police, or on a military installation. Be sure you use the standard FBI fingerprint card. The upper left hand corner on the front has "APPLICANT." The upper right side has a block that states "ORI." The block will have:

USDISOOOZ  
DIS NACC  
FT HOLABIRD MD

Or it may have:

USOPMOOOZ  
OPM  
BOYERS, PA

Also, on the back in the lower left hand corner it has FD-258 (REV 5-11-99). Remember, I'll need the questionnaire signed and dated in two locations, the validation sheet, and your fingerprints. ALL MUST BE ORIGINALS. OPM Investigations will not accept faxes or attachments.

I will need one additional item. A copy of your birth certificate, passport, or naturalization papers unless your EPSQ reflects that you are not a US citizen. All others must be verified.

Remember the 4 required items:

1. Complete EPSQ SIGNED and DATED.
2. Validation page showing no errors.
3. The CORRECT fingerprint card. An incorrect one will only result in delays.
4. Copy of birth certificate, passport, or a copy of the naturalization papers.

Paul H. Cochran  
DRMS-DDS  
Security Specialist  
paul.cochran@dla.mil  
DSN 932-7010 (Commercial: 269-961-7010)  
DSN Fax 932-5122 (Commercial: 269-961-5122)  
74 Washington Avenue, North  
Battle Creek, MI 49017-3092

This form is to be attached to each Electronic Personnel Security Questionnaire (EPSQ) submitted to OPM for investigation. Note: *The EPSQ is for internal DOD use only, and is pending OMB approval.*

### Agency Use Information (SF85P) CONTRACTOR NAC

<b>A</b> Type of Investigation	<b>08B</b>	<b>B</b> Extra Coverage		<b>C</b> Sensitivity Level	<b>5</b>	<b>D</b> Comp/ADP	<b>C</b>	<b>E</b> Nature of Action Code	<b>CON</b>	<b>F</b> Date of Action	Month Day Year	
<b>G</b> Geographic Location	<b>260310025</b>		<b>H</b> Position Code		<b>I</b> Position Title	<b>CONTRACTOR; DLIS</b>						
<b>J</b> SON	<b>DD50</b>	<b>K</b> Location of Official Personnel Folder	<input checked="" type="checkbox"/> None <input type="checkbox"/> NPRC <input type="checkbox"/> At SON	Other Address							Zip Code	
<b>L</b> SOI	<b>DD11</b>	<b>M</b> Location of Security Folder	<input checked="" type="checkbox"/> None <input type="checkbox"/> At SOI <input type="checkbox"/> NPI	Other Address							Zip Code	
<b>N</b> OPAC-ALC Number	<b>DoD-DLA</b>		<b>O</b> Accounting Data and/or Agency Case Number		<b>ADP-II; DLIS</b>							
<b>P</b> Requesting Official	Name and Title <b>Paul H. Cochran</b> <b>Security Specialist</b>				Signature			Telephone Number <b>(269) 961-7010</b>		Date <b>28 Oct 03</b>		

The following information is requested as part of your EPSQ for an investigative request being sent to OPM. This information will be used to obtain records in order to determine your suitability for employment. Please sign and date this sheet certifying the accuracy of the information you provided.

### Subject of Investigation (Identifying Information)

<b>FULL NAME</b> * If you have only initials in your name, use them and state (IO) * If you are a "JR.", "SR", "II", etc., enter this in the box after your middle name * If you have no middle name, enter "NMN"			
Last Name	First Name	Middle Name	Jr., II, etc.
<b>OTHER NAMES USED</b> Give other names you used and the period of time you used them (for example, your maiden name, name(s) by a former marriage, or nickname(s). If he other names is your maiden name, put "nee" in front of it.			
Name #1	Month/Year Month/Year	Name #3	Month/Year Month/Year
Name #2	Month/Year Month/Year	Name #4	Month/Year Month/Year

### Education Degree(s) (Not shown on the EPSQ)

OPM verifies highest degree obtained and degrees pertinent to the position for which this investigation is conducted. Please list education information below for those degrees beyond the 7 year period, not listed on your EPSQ. Use the number "2" in the Code block which represents College/University/Military College.

Month/Year #1 To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (County) of School			State	Zip Code
Month/Year #2 To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (County) of School			State	Zip Code

Appointee/Applicant Signature:

Date: 28 October 2003

July 2000

## FACT SHEET ON CONTRACTORS ACCESSING HWBOSS

1. HW contractors will gain access to HWBOSS after submitting the required security forms and being found acceptable. Please note that you must use the FBI fingerprint card for this process. These must be done using ink (i.e., no electronic fingerprints allowed). Please contact Cathy Bednar if you require cards. She may be contacted at 269-961-7309 or email her at [Cathy.Bednar@mail.drms.dla.mil](mailto:Cathy.Bednar@mail.drms.dla.mil). In addition, when filling out the EPSQ form, please make sure you go back 7 years on Module 4 (Where You Have Lived). The form states 5 years; however, OPM Investigations require 7 years. Forms containing less than 7 years will be rejected. Any questions in regards to the security forms should be coordinated with Mr. Paul Cochran, at 269-961-7010. Please inform him that you are working with HW contracting on gaining access to BOSS. Include Cathy Bednar as a POC.
2. After all forms are submitted and investigations complete, a login id and password will be provided to the contractor by the security office located at HQ DRMS.
3. The BOSS system is available via the Internet. Internet Explorer 5.5 is presently the best program to access BOSS. Questions in regards to using other applications should be coordinated with Mr. Joe Cummins, DRMS-C, at 269-961-7442.
4. At this time, contractors are only allowed access to areas of HWBOSS pertaining to Phase II tracking. Other screens may be accessed but only for inquiry purposes.
5. No paperwork in conjunction with Phase II needs to be submitted to DRMS (with the exception of special requirements for PCBs). However, the contractor is still required to maintain an audit trail for all waste streams for government review and audit. The contractor will send an email to the assigned Contract Specialist/Officer and to the tracking email address to inform DRMS that all documents have received disposal certification for specific PIIN(s).
6. No changes have been made to the submission of Phase I documentation.
7. Information about HWBOSS (i.e., if the system is unavailable) will be sent to the contractors via email.
8. DRMS will provide training on the HWBOSS system.

## **ADDITIONAL GUIDANCE ON INPUTTING INTO BOSS:**

**NOTE: All DMF's input by the contractor are subject to review**

**NOTE:** There have been two new "group" mailboxes created for Tracking to receive incoming emails from the contractors, dependent on the purpose of the email. These email addresses are Phase2Done@mail.drms.dla.mil and Phase1\_2Problems@mail.drms.dla.mil. Currently both addresses will include Rene Mayo, Gerry Hildenbrand and Bart McFarlane as recipients, however other names may be added or changed at a later date.

### **Phase 2 with NO discrepancies:**

1. Contractor inputs Phase 2 disposal certification (DMF) in BOSS **in lieu of submitting a packet to Tracking.**

2. Contractor emails assigned Contract Specialist/Officer and Tracking (Phase2Done@mail.drms.dla.mil) to inform that all documents have received disposal certification for specific PIIN(s). Email Subject Line will include the PIIN. If there are multiple delivery orders closed, then include all (i.e., 99D0004-123, 124, 125).

3. Contract Specialist/Officer can begin process of closing out the order.

### **Phase 2 WITH discrepancies/problems:**

The same steps as above are followed with the exception of an additional step between 1. and 2.

This additional step is based on 4 general situations that may occur keeping the contractor from inputting disposal information in the DMF screen. Below are brief descriptions of each and how they should be resolved.

#### **a. Incorrect or mismatched information has been input in the Pickup Manifest (PMF) screen by the DRMO.**

- Contractor emails Contract Specialist/Officer with details of what needs to be corrected in the PMF (e.g. wrong TSDF EPA#)
- The Contract Specialist/Officer contacts the DRMO to make specific correction(s).
- After correction(s) have been made, the Contract Specialist/Officer contacts the contractor so DMF(s) can be completed.
- Continue with Step 2 above.

#### **b. Disposal violations (contractual or regulatory) have occurred. Consideration may be taken.**

- Contractor emails Tracking ([Phase1\\_2Problems@mail.drms.dla.mil](mailto:Phase1_2Problems@mail.drms.dla.mil)) with a "cc" to the Contract Specialist/Officer describing the violation that has occurred.
- Tracking will reply to the contractor (with a "cc" to the Contract Specialist/Officer) to approve contractor to input DMF after discrepancy has been researched. Dependent on the type of violation, it will be also suggested to Contract Specialist/Officer if consideration should be taken. If the violation is regulatory, then further investigation will be pursued.

- If required, Contract Specialist/Officer initiates a modification taking consideration for the item(s) with a discrepancy.
- Continue with Step 2 above.

**c. Certain "unique" disposal situations requiring "workarounds" in BOSS, so assistance by Tracking is necessary**

- Contractor emails Tracking ([Phase1\\_2Problems@mail.drms.dla.mil](mailto:Phase1_2Problems@mail.drms.dla.mil)) describing the reason disposal cannot be input.
- Tracking continues with email exchanges with contractor to either request documentation to be faxed or further information until disposal input has been completed.
- Continue with Step 2 above.

**d. Contractor may have BOSS questions or need assistance with input (especially during learning period).**

- Contractor emails Tracking ([Phase1\\_2Problems@mail.drms.dla.mil](mailto:Phase1_2Problems@mail.drms.dla.mil)) describing the BOSS problem or reason they are having problems with disposal input.
- Tracking continues with email exchanges with contractor to either request documentation to be faxed or further information until BOSS problem is resolved or disposal input can be completed.
- Continue with Step 2 above.